

	<b>ABERDEEN SCHOOL DISTRICT</b>	<b>NEPN Code: DKC</b>
	<b>POLICIES AND REGULATIONS</b>	

### **TRAVEL EXPENSE REIMBURSEMENTS**

Aberdeen School District employees who incur travel expenses in carrying out their authorized duties will be reimbursed by the district upon submission of a properly completed and approved voucher and such supporting documentation as required by the Director of Finance.

Reimbursement will be in accordance with Board approved travel regulations and will comply with the rates established by the State Board of Finance.

**ADOPTED:** September 27, 1999  
**REVIEWED:** July 24, 2006  
**REVISED:** October 10, 2011  
**REVISED:** MARCH 14, 2016  
**REVIEWED:** July 8, 2019  
**REVIEWED:** October 12, 2021